

CHAPTER 19. DESIGNATE/RENEW A PILOT PROFICIENCY EXAMINER (PPE)

SECTION 1. BACKGROUND

1. PTRS ACTIVITY CODE: 1553

3. OBJECTIVE. The objective of this task is to determine if an individual meets the qualifications of a PPE. Successful completion of this task results in either the designation of a qualified candidate as a PPE or the rejection of an unqualified candidate.

5. GENERAL. See Chapter 15, Section 1 of this Handbook for additional background on the designation of examiners.

A. Practical Test. All practical tests, both aircraft and simulator, for examiners designated under this chapter shall be conducted by an inspector who holds a type rating for, and is current in, the type aircraft for which authorization is sought. The candidate shall be given an oral and practical test to determine knowledge and flight proficiency concerning the requirements for annual PIC proficiency checks. Performance on the practical test should determine the candidate's ability to effectively evaluate the proficiency of other pilots. At the inspector's discretion, the flight portion of the test (aircraft or simulator, as appropriate to the authorization sought) may consist of an actual proficiency check by the examiner candidate with the inspector observing and evaluating the techniques. At the close of a satisfactory check, and before issuing Federal Aviation Administration (FAA) Form 8430-9, the inspector should instruct the examiner candidate on procedures used in evaluating the performance of applicants undergoing checks. The inspector shall also impress upon the candidate that

as a representative of the Administrator, an examiner is expected to use tact and diplomacy at all times.

B. Authorizations. A designated PPE is authorized to conduct proficiency checks required by Federal Aviation Regulations (FAR) 61.58. A designated PPE may:

(1) Charge each applicant a reasonable fee for services. The amount of the fee to be asked, and conditions concerning the passing or failure of a practical test as it applies to the fee, should be clearly understood before any application is accepted by the examiner.

(2) Endorse an applicant's logbook or flight record to show successful completion of the proficiency check.

C. Limitations.

(1) All proficiency checks shall be conducted in strict compliance with the appropriate guidelines in Advisory Circular 61-66, Annual Pilot-in-Command (PIC) Proficiency Checks.

(2) A PPE shall not conduct a proficiency check in any aircraft for which he or she does not hold a category, class, and type rating. A PPE shall not conduct a practical test in a multiengine airplane, turboprop, or turbojet aircraft other than the make and model for which he or she holds an FAA Form 8430-9.

(3) Proficiency check activity is not limited to the PPE's base of operations.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of FAR Part 61 and FAA policies, and qualification as an Aviation Safety Inspector Operations.

B. Coordination. This task may require coordination with the airworthiness unit and requires coordination with the airman records section of the Airmen Certification Branch, AVN-460.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 91, 183, and 187 (Appendix A, Fees)
- Applicable Practical Test Standards
- FAA Order 8710.3, Pilot Examiner's Handbook
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8000-5, Certificate of Designation (Figure 19-4)
- FAA Form 8000-36, PTRS Data Sheet
- FAA Form 8430-9, Certificate of Authority (Figure 19-3)
- FAA Form 8710-1, Airman Certificate and/or Rating Application
- FAA Form 8710-6, Examiner Designation and Qualification Record (Figure 19-1)
- FAA Form 8410-1 or 8410-3, Airman Proficiency/Qualification Check

C. Job Aids.

- Sample letters and figures

5. PRESELECTION PROCEDURES.

A. Determine Need. When the office manager determines there is a need for a designated PPE, review the files for possible candidates.

B. Selection of Candidates. Review PPE general information file folder for previously eligible pilot examiner candidates, or if necessary, solicit applications from potential candidates. Select a number of eligible candidates appropriate based upon the following criteria:

(1) A PPE must meet the following general criteria:

- (a) a minimum of 21 years of age;
- (b) a good record as a pilot and flight instructor;
- (c) a good reputation in the industry and the community for honesty, dependability, and professionalism;
- (d) a history of cooperation with the FAA;
- (e) a written recommendation from an operations inspector, supervisor, or FSDO manager who has been personally acquainted with the applicant's work, standards, and integrity for a period of at least 1 year;
- (f) a valid second-class medical certificate (at least a third-class medical must be maintained throughout the duration of the designation);
- (g) an employed or self-employed professional flight instructor or serve in another type of piloting service (for example, executive, air carrier, FAR Part 121 check airman, etc.); employment other than as an instructor pilot must include duties primarily devoted to checking airmen or similar evaluation activities;
- (h) a PPE must be willing to serve the public outside his or her own organization upon reasonable request by an applicant; and
- (i) a PPE must hold either an airline transport pilot certificate or a commercial pilot certificate with an instrument rating and for PPE's in aircraft, a type rating for the aircraft type authorized. A PPE must hold PIC privileges for the type of aircraft authorized while acting in an official capacity as a PPE. A PPE authorized in simulators only, need not hold a current FAA medical certificate, but in the case of a turbojet

simulator authorization, the PPE must hold a turbojet rating on his or her basic pilot certificate. This rating need not be in the same type aircraft that the simulator represents. PPE's authorized in simulators only, in the case of turboprop authorizations, need not hold a turboprop type rating.

(2) Specific experience requirements for a PPE in airplanes, at the discretion of the FSDO manager

(a) 2,000 hours as PIC, including 100 hours as PIC in each type of aircraft for which authorization is requested; and

(b) 150 hours of instrument time, including at least 50 hours in actual instrument weather conditions.

(3) Specific experience requirements for PPE in rotorcraft include:

(a) 2,000 hours as PIC, including 100 hours as PIC in each type of rotorcraft for which authorization is requested; and

(b) except for authorizations for rotorcraft limited to VFR operations, 150 hours of instrument time including at least 50 hours in actual instrument weather conditions.

(4) Specific experience requirements for PPE in simulators include:

(a) 2,000 hours as PIC, 150 hours of instrument time;

(b) 200 hours of instructor time in the type simulator for which an authorization is requested; and

(c) satisfactory completion of a formal ground school and simulator program on the aircraft type for which a simulator authorization is requested.

(5) For each prospective candidate, query EIS/AIDS using office procedures.

(6) Confirm skill and knowledge with other inspectors, pilot examiners, employers, etc., who are familiar with the candidates' backgrounds.

C. Report Findings to Office Manager. Submit your findings and make recommendations to the office manager. Give the office manager the following documentation on each prospective candidate:

(1) EIS/AIDS report;

(2) the candidate's FAA Form 8710-6 (Figure 19-1);

(3) the candidate's FAA Form 8710-1;

(4) if available, a complete and current aviation resume;

(5) a written recommendation from an FAA inspector; and

(6) any other pertinent information, references, or recommendations.

D. Notification. After the office manager decides upon a qualified candidate, notify the person in writing (see Figure 19-2) that he or she is being considered as a candidate for PPE authorization. If necessary, request an updated FAA Form 8710-6 and an FAA Form 8710-1.

E. Schedule Appointment. Upon receipt of the candidate's updated, completed, and signed FAA Form 8710-6 and FAA Form 8710-1, call the candidate and schedule an appointment for the practical test. Advise the candidate that if he or she chooses to use an actual applicant rather than the inspector playing the role of applicant, the simulator or aircraft to be used during the test must be able to carry the candidate, the applicant, and the inspector. Also advise the candidate that the following documents must be brought in at the time of the appointment if he or she plans to test an actual applicant:

(1) candidate's airman certificates;

(2) candidate's valid second class medical certificate (at least a third class medical must be maintained throughout the duration of the designation);

(3) candidate's FAA Form 8710-1;

(4) candidate's logbooks;

(5) applicant's airman certificate;

(6) applicant's medical certificate appropriate to certificate or rating sought (if applicable);

(7) applicant's FAA Form 8710-1 (if applicable); and

(8) candidate's or applicant's aircraft maintenance records, aircraft airworthiness certificate, and aircraft registration (if applicable).

F. Appointment. When the candidate arrives for the scheduled appointment, proceed with the following steps:

(1) Inspect acceptable forms of identification to establish the candidate's identity.

(2) Inspect the candidate's certificates and logbooks to verify the aeronautical experience indicated on FAA Form 8710-6.

7. PRACTICAL TEST OF CANDIDATE WITH INSPECTOR ACTING AS AN APPLICANT. Have an airworthiness inspector review the aircraft maintenance records and/or aircraft logbooks, air-

worthiness certificate, and aircraft registration to determine if the aircraft is suitable for the proficiency check to be conducted. After review, return the documentation. Assume the role of an applicant for a proficiency check. Instruct the candidate to conduct the proficiency check as if you were an applicant, including an oral portion, a flight, and a postflight (or postsimulator) debriefing.

A. Oral Portion. During the oral portion of the simulated practical test:

(1) determine the candidate asks questions appropriate to test the knowledge of an applicant for the proficiency check; and

(2) determine if the candidate asks questions that have only one correct answer.

B. Flight Portion. During the simulated flight portion of the practical test:

(1) determine if the candidate requests maneuvers from the appropriate practical test standards and applies the criteria from the PTS; and

(2) determine if the candidate can recognize and correct errors by the applicant and take appropriate action.

C. Debriefing. During the postflight debriefing, ask the candidate if the applicant was satisfactory or unsatisfactory, and on what the candidate has based this decision. If the inspector acting as an applicant has deliberately not performed to the standards and the candidate did not recognize this, inform the candidate that an examiner designation cannot be issued.

(1) Determine whether the candidate has performed satisfactorily or not passed the practical test observation.

(2) If the candidate is successful, have the candidate complete a sample logbook endorsement. Failure to enter the correct endorsement is not disqualifying; instruct the candidate on the correct procedures.

(3) Issue the candidate's PPE designation as follows:

(a) complete the reverse side of FAA Form 8710-6;

(b) complete the reverse side of FAA Form 8710-1 and file in FSDO file established for the examiner (do not forward to AVN-460);

(c) issue FAA Form 8430-9 (Figure 19-3) with the appropriate designation on the certificate.

(d) issue FAA Form 8000-5 (Figure 19-4) with the appropriate designation on the certificate.

(e) issue Letter of Authorization (Figure 19-5)

(4) Provide the examiner with any accident prevention handouts that would be of assistance.

(5) If the inspector determines that a designation should not be issued based on the candidate's performance:

(a) complete reverse side of FAA Form 8710-6

(b) complete reverse side of FAA Form 8710-1. File the application in the FSDO file established for the examiner; do not forward to AVN-460

(c) inform the office manager that the candidate was unsatisfactory and that the designation should not issued or renewed.

(d) after the candidate has left, the inspector prepares a Letter of Denial for the FSDO managers signature (Figure 19-6).

(6) Close out PTRS appropriately.

9. PRACTICAL TEST OF CANDIDATE WITH THE INSPECTOR OBSERVING.

A. Pretest Activities.

(1) Inform both the candidate and the pilot taking the proficiency check that the inspector makes the final decision regarding both the proficiency of the airman and the designation of the PPE.

(2) Have an airworthiness inspector (if available) review the aircraft maintenance records and/or aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is suitable for the practical test to be conducted. After review, return documentation.

(3) Ensure that both the candidate and applicant have the required documentation as stated in paragraph 5E.

(4) If a discrepancy exists in any of the items above, proceed as follows:

(a) inform both the candidate and airman of the reasons for the discrepancies; and

(b) explain how the candidate or airman may correct the discrepancies.

B. Observation of Practical Test. After determining the candidate meets all prerequisites for the examiner designation, have the candidate conduct the appropriate proficiency check. Use the criteria found in paragraph 7A, B, and C above.

11. PRACTICAL TEST OUTCOMES FOR CANDIDATE WITH AN INSPECTOR OBSERVING. After having observed the candidate conduct the proficiency check, determine which of the following four possible outcomes applies, and follow the appropriate instructions:

- Both the candidate and the airman perform satisfactorily
- The candidate performs satisfactorily but the airman performs unsatisfactorily
- The candidate performs unsatisfactorily but the airman performs satisfactorily
- Both the candidate and the airman perform unsatisfactorily

A. Candidate and Applicant Satisfactory.

(1) Issue the candidate's PPE authorization as per paragraph 7C(3) above.

(2) Make an appropriate indication in the applicant's logbook.

B. Candidate Satisfactory/Applicant Unsatisfactory.

(1) Have candidate debrief applicant as to the unsatisfactory results of the proficiency check.

(2) For the candidate, follow the procedures outlined in paragraphs 7C(3) and (4) above.

C. Candidate Unsatisfactory/Applicant Satisfactory.

(1) Complete a logbook endorsement for the airman indicating that the proficiency requirements of FAR 61.58 were met.

(2) Debrief the candidate on the deficiencies. Explain that the standards for a PPE were not met and that the designation will not be issued or renewed.

(a) Complete reverse side of FAA Form 8710-6.

(b) Complete reverse side of FAA Form 8710-1. File the application in the FSDO file established for the examiner; do not forward to AVN-460.

(3) After the candidate has left, prepare and send a Letter of Denial (Figure 19-6).

(4) Inform the office manager that the candidate's performance was unsatisfactory and that the designation was not issued or renewed.

D. Candidate Unsatisfactory/Applicant Unsatisfactory.

(1) Debrief the candidate on the deficiencies. Explain that the standards for a PPE were not met and that the designation will not be issued or renewed.

(a) Complete reverse side of FAA Form 8710-6.

(b) Complete reverse side of FAA Form 8710-1. File it in the FSDO examiner file; do not forward to AVN-460.

(2) After the candidate has left, prepare and send a Letter of Denial (Figure 19-6).

(3) Inform the office manager that the candidate's performance was unsatisfactory and that the designation was not issued or renewed.

E. Forward File. Retain the originals of all pertinent data in the district office files. Forward a copy of completed FAA Form 8710-6 and both sides of FAA Form 8430-9 along with a copy of the Letter of Authorization to the regional office.

F. PTRS. Complete FAA Form 8000-36 in accordance with the PPM.

13. TASK OUTCOMES. Completion of this task results in the issuance of one or more of the following:

A. Certificate of Designation

B. Certificate of Authority

C. Letter of Authorization

15. FUTURE ACTIVITIES.

A. Renewal of the PPE.


B. Surveillance of the PPE.

C. Spot check of the PPE administering an oral and practical check.

D. Investigation of a PPE in response to a complaint.

FIGURE 19-1
FAA FORM 8710-6, EXAMINER DESIGNATION AND QUALIFICATION RECORD

Form Approved
OMB NR 2120-0033

 EXAMINER DESIGNATION AND QUALIFICATION RECORD		TYPE OF DESIGNATION	PRIVATE PILOT					
			COMMERCIAL PILOT EXAMINER					
			AIRLINE TRANSPORT PILOT EXAMINER					
			<input checked="" type="checkbox"/> PROFICIENCY PILOT EXAMINER					
			FLIGHT ENGINEER EXAMINER					
			FLIGHT INSTRUCTOR EXAMINER					
Attach supplemental sheets if more space is required for any item		OTHER						
1. NAME (Last, first, middle) Calahan, Harry Daniel		Telephone No. 501 547-1234						
2. ADDRESS (Number, street, city, state, and ZIP code) 44 Smith Wesson Prescott, OK 72123		3. DATE OF BIRTH (Month, day, and year) 01-08-50	4. U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
5. DO YOU NOW HOLD, OR HAVE YOU EVER HELD, AN EXAMINER DESIGNATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		TYPE AND NUMBER						
6. HAS ANY CERTIFICATE OR RATING ISSUED BY YOU EVER BEEN SUSPENDED OR REVOKED OR HAVE YOU PAID A CIVIL PENALTY AS A RESULT OF A VIOLATION OF THE FEDERAL AVIATION REGULATIONS. (Complete for original designations only)								
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO								
7. CERTIFICATES HELD								
TYPE	CERTIFICATE NO	RATINGS	DATE ISSUED					
Commercial Pilot	1234567	Airplane single-engine land instrument	1971					
Flight Instructor	1234567	Airplanes single-engine	1974					
8. FLIGHT EXPERIENCE (in hours)								
	AIRPLANE		ROTORCRAFT		GLIDERS		INSTRUMENT FLIGHT (Actual or sim)	NIGHT FLIGHT
	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS		
PILOT-IN-COMMAND	2,001	301	950		50		141	101
FLIGHT INSTRUCTION GIVEN	501							
COPILOT								
FLIGHT NAVIGATOR								
FLIGHT ENGINEER								
9. EMPLOYMENT (Indicate professional experience pertinent to this designation)								
EMPLOYER'S NAME	NATURE OF WORK		DATES		TITLE OF POSITION			
Self, at McNeil Airport	Flight Operator		1970 - 1984		Owner and Chief Pilot			
Fearless Flyers, Inc.	Flight Training		1984-Present		Chief Flight Instructor			
10. SPECIAL TRAINING PERTINENT TO THE DESIGNATION								
FAA Flight Instructor Refresher Course, August, 1991, Little Rock, Arkansas								
CERTIFICATION: I certify that I am familiar with the requirements for this designation, its privileges and limitations, and that the information stated herein is true. It is understood that this designation may be terminated upon notice by the FAA for the reasons specified in section 183.15(c) of the Federal Aviation Regulations.								
DATE December 15, 1991			SIGNATURE <i>Harry D. Calahan</i>					

FAA FORM 8710-6 - 10-83

FIGURE 19-1
FAA FORM 8710-6, EXAMINER DESIGNATION AND QUALIFICATION RECORD (REVERSE SIDE)

FOR FAA USE									
TYPE OF ACTION		FLIGHT TEST ACTIVITIES-GENERAL AVIATION (Complete for renewals and additional designations)				DATE LAST REPORT SUBMITTED			
X	ORIGINAL ISSUANCE	CERTIFICATES/RATINGS	TOTAL SUBMITTED	DISAPPROVED BY EXAMINER	ACCEPTED BY INSPECTOR	RECHECKED BY INSPECTOR	NO. RE- TURNED FOR CORRECTION		
	RENEWAL	PRIVATE PILOT							
	ADDITIONAL AUTHORITY	COMMERCIAL PILOT							
		AIRLINE TRANSPORT PILOT							
	SPOT CHECK ONLY - NO RENEWAL EFFECTED	INSTRUMENT RATING							
	REINSTATEMENT	ADDITIONAL RATINGS	PRIVATE						
			COMMERCIAL						
			ATR						
Complete for original issuance and reinstatements only	CHARACTER AND REPUTATION (Include industry and community reputation as well as personal knowledge possessed by FAA personnel.) The best. He is highly recommended by his employers, and his associates have always spoken well of him. He has been active in organizing and supporting safety meetings for the local flying club.								
	PROFESSIONAL ABILITY (Brief narrative description of examiner indoctrination and training given and results expressed as "good," "excellent," or "unsatisfactory.") Excellent. His recommendees have been consistently above average on flight tests conducted by inspectors of this district office. He has been very receptive to instructions and suggestions for the conduct of flight tests as an examiner and has demonstrated a high personal standard of pilot performance.								
INSPECTOR'S RECOMMENDATION/ACTION						X	APPROVE		
							DISAPPROVE		
JUSTIFICATION FOR APPROVAL/REASONS FOR DISAPPROVAL A new examiner is needed at McNeil to replace Joe Smith who has left to accept a position in Easy Lynne. We normally expect between 50 and 60 private and commercial flight tests annually at McNeil Airport.									
The individual named has been flight tested/examined and deemed competent to perform the duties of the designation indicated below.									
DESIGNATION		PRIVATE PILOT	CATEGORY		ADDITIONAL QUALIFICATIONS LIMITATIONS (For pilot flight engineer examiner give aircraft category) LR - Jet				
		COMMERCIAL PILOT EXAMINER	X	AIRPLANE					
		AIRLINE TRANSPORT PILOT EXAMINER							
	X	PROFICIENCY PILOT EXAMINER		ROTORCRAFT					
		FLIGHT ENGINEER EXAMINER							
		FLIGHT INSTRUCTOR EXAMINER		GLIDER					
	OTHER								
DATE		OFFICE NO.		INSPECTOR'S SIGNATURE					
December 15, 1991		AWP FSDO 9		A. C. Smore					
REGIONAL OFFICE ACTION									
	CONCUR	DATE			SIGNATURE				
	DISAPPROVE								
TYPE OF DESIGNATION				CERTIFICATE OF AUTHORITY ISSUED					
				NO.	DO TO SERVE UNDER		EXPIRATION DATE		

FIGURE 19-2
LETTER NOTIFYING CANDIDATE OF CONSIDERATION AS PPE

FAA Letterhead

[*date*]

[*name and address of candidate*]

Dear [*applicant's name*]:

This letter is to inform you that you have been selected as a candidate to become a designated pilot proficiency examiner (PPE). Please complete, sign, and return the enclosed FAA Form 8710-6, Examiner Designation and Qualification Record, along with your current aviation resume to this office.

A PPE designation is based upon satisfactory completion of a practical test [*indicate the two options*] conducted by an FAA inspector.

Please return the requested material at your earliest convenience. If you have any questions feel free to call this office at [*telephone number*].

Sincerely,

[*FSDO manager's signature*]

**FIGURE 19-3
FAA FORM 8430-9, CERTIFICATE OF AUTHORITY**

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO. SW-17-1234
DESIGNEE'S SIGNATURE	NAME Harry Daniel Calahan	DESIGNATION EXPIRES 9-94
	Is authorized to act in the capacity of a Pilot Examiner	
	AT FIXED BASE OF OPERATION Little Rock, Arkansas, District	
	for the Administrator 09-23-93 _____ (DATE) (SIGNATURE)	
FAA FORM 8430-9 (1-70)		

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
LIT FSDO	9-23-93	
BTR FSDO	10-15-93	

FIGURE 19-4
FAA FORM 8000-5, CERTIFICATE OF DESIGNATION



Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

HARRY DANIEL CALAHAN

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

PILOT PROFICIENCY EXAMINER

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at
Southwest Flight Standards
District Office No. 9
Dated

December 15, 1992
Certificate No.
SW-0-00

By Direction of the Administrator

JOHN I. HIGHTOWER
Manager, AWP-FSDO-9

FIGURE 19-5
LETTER OF AUTHORIZATION

FAA Letterhead

[*date*]

[*examiner's name and address*]

Dear [*applicant's name*]:

This letter authorizes [*name of examiner*] to exercise the privileges of a pilot proficiency examiner in the following aircraft:

- *List all aircraft by make and model name (i.e., Cessna Citation) and make and model number (i.e., CE-500, 550).*

This authorization expires [*a date 12 calendar months from the date of issuance*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 19-6
LETTER OF DENIAL

FAA Letterhead

[*date*]

[*candidate's name and address*]

Dear [*applicant's name*]:

This letter is to inform you that your application for designation as a pilot proficiency examiner is disapproved for the following reasons:

- *Cite specific reasons for denial.*

Should you wish to reapply or discuss this matter, please contact this office at [*telephone number and hours of business*].

Sincerely,

[*FSDO manager's signature*]

